

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

General Order: 22.06

Effective: 07/01/2015

Number of Pages: 1

TRAINING: ROLL CALL TRAINING

- A. Roll Call Training shall be conducted as often as possible by the unit or squad supervisor or designee in order to keep members up to date between formal re-training sessions.
- B. Roll Call Training is used basically to supplement and review all other training and is normally structured to address topics that do not require detailed presentations.
- C. Roll Call Training that goes beyond the simple review of previous training and other issues such as written directives, etc., shall be reviewed and documented by the Academy Director. The purpose of this requirement is to assure that all members receive training that is consistent with Department policy and complies with recommended guidelines to minimize civil liability.
- D. Any member planning to present Roll Call Training as identified within this order shall submit a lesson plan to the Academy Director for approval prior to conducting the training.
- E. Upon completion of the approved training, the member presenting the training will submit to the Academy Director a copy of the lesson plan used and a roster of those members who received the training. This shall be completed within seven calendar days from the date of the presentation.